

TENDER NO.: AAI/PAT/CNS/E-06/Manpower/

Cost of Tender: Rs. 1180/-

**Airports Authority of India
JPNI Airport
PATNA-800014**



**E-TENDER NOTICE
FOR
TENDER DOCUMENT**

“Job Contract for providing (11 nos.) Eleven Nos. supporting staff for different CNS unit (Operational Area of Airport) including CNS Office at JPNI Airport Patna on contract basis for One Year”

/

Tender Id:- 2020_AAI_46083_1

Prepared by:

Recommended by:

Approved by:

AGM (CNS)

AGM (CNS)

Airport Director



AIRPORTS AUTHORITY OF INDIA

Notice Inviting Tender

Tender No: AAI/PAT/CNS/Tender/2020

E-Tenders are invited by Airport Director, JPNI Airport, PATNA on behalf of Chairman, Airports Authority of India (AAI) for the work as detailed below:

Name of Work: - “Job Contract for providing (11 nos.) Eleven Nos. supporting staff for different CNS unit (Operational Area of Airport) including CNS Office at JPNI Airport Patna on contract basis for One Year”

Estimated Cost: ₹ 24,96,575/-Excluding GOVT. Tax (GST)

Earnest Money Deposit: ₹ 49,940/-

Last date of submission of tender is 10/04/2020—1530 hrs.

For other details please visit Website :

➤<http://etenders.gov.in/eprocure/appwww.aai.aero> –

[E-tender–NIC-CPP PORTAL](#)

Sd/-

(Airport Director)

JPNI Airport, PATNA.

(Signature & Seal of Tenderer)

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(Signature & Seal of Tenderer)

SECTION-I**NOTICE INVITING TENDER (3 BOT – 3 ENVELOPE OPEN TENDER)****E - Bid No: AAI/PAT/CNS/Tender/2020**

1. 1. Tenders are invited through CPPP E- Tendering portal by Airport Director, AAI, JPNI Airport, PATNA-14, on behalf of Chairman, A.A.I. from the eligible **bidders for the works as detailed below**. The Central Public Procurement Portal specified throughout this document is the online system for Bidders to submit their Tender packages. More information useful for submitting online bids on the Central Public Procurement Portal may be obtained at:

<http://etenders.gov.in/e procure/appandhttps://www.aai.aero/en/Tender/Apply>

1. 2. Details of works: “Job Contract for providing (11 nos.) Eleven Nos. supporting

staff for different CNS unit (Operational Area of Airport) including CNS Office at JPNI Airport Patna on contract basis for One Year”

Estimated Cost: - ₹ 24, 96,575/-Excluding GOVT. Tax

1.3 Tender fee and EMD will be paid by way of offline payment.

Estimated cost of the purchase / work & the EMD are as given below:

S. no.	Name of the Work	Estimated Cost in INR	EMD in INR	Tender Submission Date	Cost of tender fee in INR (Inclusive of Taxes)
01.	“Job Contract for providing (11 nos.) Eleven Nos. Of supporting staff for different CNS unit (Operational Area of Airport) including CNS Office at JPNI Airport Patna on contract basis for One Year”	₹ 24, 96,575/- Excluding GOVT. Tax	₹ 49,940/-	18/03/2020	₹ 1180/-

1.4 The critical dates for this tender are as given below.

Schedule of Important Activities.	Date & Time
Tender publish date	18/03/2020,15:00Hrs
Document Download/Sale start date	18/03/2020,15:00Hrs
Clarification Start Date	19/03/2020,15:00Hrs
Bid submission Start date	19/03/2020,15:00Hrs
Document Download/Sale end date	08/04/2020,15:00Hrs
Clarification end date	09/04/2020,17:00Hrs
Bid submission end date	10/04/2020,15:00Hrs
Last date and time original BG/Demand Draft against EMD and Tender Fee reach AAI	10/04/2020,15:00Hrs
Opening of PQQ bids	13/04/2020,16:00Hrs
Opening of Technical bids	To be intimated
Opening of financial bids	To be intimated

2)**Eligibility Criteria**

- i. Agencies shall have experience in this field and having sound Knowledge of engaging the manpower for different Office. (supporting documents shall be provided)
- ii. The applicant agency should have EPF, ESI, PAN, GSTIN Registration no. in the name of the firm participating in E-Tender.
- iii. The bidder shall have a permanent office at PATNA (Copy of address shall be enclosed)
- iv. Labour License of Company must be submitted along with certificate.
- v. Last Six months EPF (Electronic Challan cum Return) certificate should be submitted
- vi. Last Six months ESI (Contribution History) certificate should be submitted
- vii. A party or individual falling under the following categories is not eligible:
 - a) Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative control.

- b) Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India (International or National Airports division).
- c) Parties facing action under PPE act, with AAI.
- d) His/her near relative is posted as officer in any capacity between the grades of Executives and Non-Executives (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI.

Bidder firm shall submit an undertaking regarding all sub clauses of 2 i.e. Eligibility criteria.

Note: By the term near relative is meant wife, husband and parents, grandparents, children and grandchildren, brothers and sisters, uncle, aunt and cousin and their corresponding in laws.

3. Annualized average financial turnover:

Details	Amount(INR)	Duration
Bidder should have annualized average financial turnover of at least	07,48,975/-	During last 3 years ending 31 st March or 31 st Dec. of previous year.

As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for last three years and also TDS Certificate should be submitted.

4. Experience: -

The bidder should have successfully executed work order for labour contract work during last seven years.

S. No.	Details	Amount(INR)
1.	One order of value more than or equivalent to	Rs.19,97,260/-
2.	Two orders each of value more than or equivalent to	Rs.12,48,288/-
3.	Three orders each of value more than or equivalent to	Rs.9,98,630/-

5. Performance/Experience Certificate:

- i. Bidder must submit performance/experience certificate in respect of the works claimed against experience as mentioned under Para 4. These certificates should be issued by the end user for whom the works have been carried out. Certificate shall be endorsed by the bidder. Such performance/experience certificates should clearly indicate the following:

- i. Value of order or contract
- ii. Scope of order or contract

- iii. Order or Contract No., Award date
 - iv. Order or Contract Completion date.
 - v. Work carried out satisfactorily
6. The bidder should have valid PAN/GST registration. Bidder shall submit an undertaking that they are registered for GST and compliant to GST provision (Annexure –XV). In case of non compliance of GST provision and blockage of any input credit the bidder shall be responsible to Indemnify AAI.
- i) No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit **alternate bids**. Such bids shall be summarily rejected.
7. The tender fee should be paid as mentioned in **Para 1.3 of Section-1**.
The tender fee is non-refundable. Tender processing fee shall be paid to AAI, off-line.
8. The bidder shall provide Earnest Money Deposit (EMD) as described in this section. Tenders not accompanied by the requisite EMD or proof of exemption from EMD, shall be rejected. EMD of the value of INR 49,940/- shall be accepted either in the form of DD or Bank Guarantee from Nationalized/Scheduled Bank (but not from co-operative or Gramin Bank) as per the Performa mentioned at **Annexure I**.
- i) Demand Draft /Pay Order in INR 49,940/- (Rupees Forty Nine thousand Nine hundred Forty Only) in favour of **"Airport Director, Airports Authority of India" payable at Patna** from a Nationalized /Scheduled bank (but not from co-operative or Gramin Bank) or "EMD Bank Guarantee" from a Nationalized/Scheduled Bank as per RBI Schedule (but not from cooperative or Gramin Bank) having office in India, in the prescribed Performa as per **Annexure I**.
- ii) **NSIC and MSME Registered Bidders shall** upload copy of valid NSIC Registration certificate for the purpose of verifying their claim for exemption of EMD.
- iii) **Payment of EMD:**
- iv) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument. The Bidder shall submit a non-refundable tender fee in the form of a Bank Demand draft from Nationalized/ Scheduled Banks under the Reserve Bank of India (RBI) Schedule, having a branch in India, in a sealed envelope in favour of **"Airport Director, Airports Authority of India payable at Patna"**. The original should be posted/couriered/given in person to the concerned official, so as to reach latest by the last date and time of original BG/Demand Draft against EMD and Tender Fee, as mentioned in **Para 1.4 of Section-1**.
- v) A) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, so as to reach latest by the last date and time of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the scanned copy and the data uploaded in the Tender fee –Pack-1. Otherwise the uploaded bid will be rejected.
- B) The EMD of the unsuccessful bidder shall be returned, on award of contract to successful bidder and EMD of bidder who are not qualified in initial eligibility requirement or Technical

- qualification, EMD shall be refunded after Prequalification/ Technical evaluation without any interest.
- vi) The EMD Bank Guarantee shall be valid for a period of six (6) months from the notified date of opening of the Tender without any conditions by the Bidder. In the case of any extension of Tender opening date, the Bidder shall arrange to extend the validity of the EMD Bank Guarantee suitably within two weeks.
 - vii) The Bidder shall not change or alter or modify in any way, the language or contents of **Annexure II** (EMD Bank Guarantee) of this document.
 - viii) Any bid submitted with changed or altered or modified or conditional language /contents of the attached **Annexure-I to XII**, the Bid of the firm liable to be rejected.
 - ix) The Bidder shall provide the name, designation, address, fax number, email id and telephone number of the bank issuing the Bank Guarantee for confirmation purposes.
 - x) The Bidder shall provide to AAI the requisite Bank Account details for return of EMD.
 - xi) No interest or any other expenses, whatsoever, shall be payable by AAI on the EMD in any manner.
 - xii) The Bidder shall pay all banking charges (and any other expenses incurred in this regard).

9.) **Return, Cancellation & Forfeiture of EMD**

- a.) If a Bidder withdraws from the Tender process for any reason deemed unsatisfactory in the sole opinion of the AAI, their EMD will be encashed and forfeited.
 - b) AAI cancel this Tender process, AAI will return the EMD of all Bidders for Whom the EMD was not already forfeited and encashed without any interest.
 - c) In case AAI declare bidder as L-1, failing receipt of the Letter of Unconditional Acceptance in the time specified or not provide the manpower as per the tender document, it will be construed that the Bidder is not interested in the offer, and therefore has chosen to NOT accept the Letter of Intent. In such case, EMD will be encashed and forfeited and such bidder is not allowed to participate in same nature of bid.**
- 10.) This tender is called through the electronic tendering process and can be downloaded from
The e-tender portal of : <http://etenders.gov.in/e procure/appand>
<https://www.aai.aero/en/Tender/Apply>
- 11.a.) The tenders will not be accepted in any other form. Further it may be noted that tenders Which are duly submitted on e-tendering portal, AAI shall only be final and tenders just Saved without submission will not be available for evaluation
- b.) Any amendment or corrigendum to the tender document will be posted on E-tender portal. Those bidders, who purchase the tender document by paying the tender fee, will be intimated of any amendment/corrigendum by e portal/E-mail only. For the bidders, submitting bids on downloaded tender document, it is bidders' responsibility to check for any amendment/corrigendum on the website or check for the same from the tender issuing authority before submitting their duly completed bids.

c.) Following e-envelopes shall be submitted through online submission at e-tender -portal (E-TAPS) by the bidder.

Pack –I : - PQQ bid, tender fee scanned copy, EMD scanned copy
1)Acceptance Letter
2)Tender Fee
3)EMD

Pack– II : - The Technical e-Bid through e-portal

PACK–III : - The Financial e-Bid through e-portal.

12) **PQQ –:** -Processing fee and EMD for on line e-Tendering & Eligibility Bid

Containing qualifying requirements of Contractor / Firm: -

The Bidder shall submit their application by downloading the “PQQ Performa” from the e – tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criteria mentioned below in the “PQQ Folder” in Technical Bid / Attachments Section in the portal. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

13) List of documents to be uploaded in the Eligibility Bid (PQQ Folder)–

S No.	Eligibility Bid e-Documents (PDF)	DETAILS
A	GSTN&PAN document	Firm/Company Details
B	Proof of Experience of Works claimed. (copy of relevant pages of PO / Work Order issued by the customer)	Experience PO-01 Experience PO-02 Experience PO-03
C	Proof of completion (Completion Certificate issued by the customer) with complete details of works claimed	CC-01, CC-02 & CC-03
D	A letter of bidder having details of customer of works claimed for experience including postal address, official Phone Number, Email Address and URL (if any).	PO-Customer –Details
E	EMD Paid and Tender fee paid	EMD & Tender fee copy
F	Audited Balance Sheet during last three years ending 31st March 2017 or 31st Dec. of previous year.	ABS-2018-19; ABS-2017-18 , ABS-2016-17
G	Letter for Un-Conditional Acceptance of terms & conditions of tender as per as Annexure-VI	Acceptance Letter
H	Address of Patna branch	Details
I	Power of Attorney (POA)(In case of Signatory is other than Director of a Company or Proprietor / Partner of the Firm)	POA

J	Details of the Vendor Firm/ Company: Format enclosed as Annexure-VII of the tender document	Vendor Details
K	Declaration-1, Declaration-2, Declaration-3, Declaration-4 & Declaration-5 By The Contractor/ Bidder (Annexure-VII-XII)	Declaration-1, Declaration-2, Declaration-3, Declaration-4, Declaration-5
L	Any other eligibility related documents as per tender document.	Other Docs

14.) Technical Bid - The Technical e-Bid (Folder) through e-portal

S No.	Technical Bid e-Documents (PDF)	e-File :Named As
A	Signed Tender Document including Corrigendum (If any).	Tender Doc
B	Duly Filled Compliance Statement as per Section V with supporting documents/literature.	Compliance Statement
C	Rate of Statutory Taxes without price information. (GST& other if any)	Scanned copy

15.) Financial Bid – (Folder): -

The Financial e-Bid shall be submitted (.xlsx format) as per provision and guidelines of e-tendering portal. Price bid format is given in **Schedule B**. No further content shall be added in price bid format except the pricing information.

16.) i.) Bid Opening Process is as below

- ii) **PQQ –I:** - Containing Documents for pre –qualification bid (uploaded by the contractors / firms). The intimation regarding acceptance / rejection of their bids will be intimated to the contractors / firms through e-tendering portal/Email.
- iii) **Technical Bid –II:** - Technical bid open, as mentioned in **Para 1.4 of Section-1** (Depending on pre-qualification, any changes in the date shall be intimated through **“Notification to Bidder”** section) If any clarification is needed from the bidder about the deficiency in his uploaded documents in Technical bid document , bidder will be asked to provide it through collaboration folder in e – tendering portal. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable to rejection.
- iv) **Financial Bid – III:**
 - i. The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be open as mentioned in **Para 1.4 of Section-1**. (Depending on Technical Bid

evaluation any changes in the date shall be intimated through "Notification to Bidder" section). AAI reserves the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off process or short-listing of contractors at any stage without assigning any reasons.

17.) Bidders shall quote prices inclusive of all statutory taxes and Duties Including GST. AAI shall reimburse the GST as per Rules. The ESI, EPF & BONUS amount paid to the statutory authority by the contractor shall be reimbursed on actual basis on submission of documentary evidence. The ESI, EPF and Bonus have to be paid by the agency as per the prevailing rules. Agency has to quote the rate excluding of ESI, EPF, and Bonus and inclusive of GST. (The agency has to quote the rate in conformity with Technical specification of the item)

18. Address for Correspondence: Applications and enquiries regarding clarification/interpretation in connection with this pre-qualification notice should be addressed to:

**Airport Director
Airports Authority of India
JPNI, Airport
PATNA-800014
Fax: 0612-2226940/2225227
Tel. Phone: 0612-2222340/2220682/2220681.**

19.) AAI reserve the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

20.) AAI shall not be responsible if bidder fails to upload tender in time.

DECLARATION:

1.1The terms and conditions given in **Section I** of this Tender Document of AAI are read understood and hereby accepted unconditionally and shall be complied with. I/We agree to abide by the terms and conditions given in **Section I**, contained in this section of Tender Document and shall form part of contract conditions and provisions. I/We hereby unconditionally accept(s) these terms and conditions given in **Section I** of AAI's tender documents in its entirety for the **“Job Contract for providing (11 nos.) Eleven Nos. supporting staff for different CNS unit (Operational Area of Airport) including CNS Office at JPNI Airport Patna on contract basis for One Year”**

It is certified that I/we have not stipulated any condition(s) in our bid response/offer. In case any condition(s) are found in our bid response/offer, the same shall be treated as withdrawn.

.....
Signature of Bidder

Name:

Telephone:

Fax:

E-mail:

Stamp: